

ER 86-1129X

EXECUTIVE SECRETARIAT
ROUTING SLIP

TO:

		ACTION	INFO	DATE	INITIAL
1	DCI				
2	DDCI				
3	EXDIR				
4	D/ICS				
5	DDI				
6	DDA	X			
7	DDO				
8	DD&T				
9	Chm/NIC				
10	GC		X		
11	IG				
12	Compt		X		
13	D/OLL				
14	D/PAO		X		
15	D/PERS				
16	VC/NIC				
17	D/FINANCE		X		
18					
19					
20					
21					
22					

SUSPENSE

Date

Remarks

For your handling as appropriate.

Executive Secretary

19 Mar 86

Date

3637 (10-81)

STAT

ROUTING AND TRANSMITTAL SLIP

Date

20 MARCH 1986

TO: (Name, office symbol, room number, building, Agency/Post)

Initials Date

1. DIRECTOR OF FINANCE

2.

3.

4.

5.

Action	File	Note and Return
Approval	For Clearance	For Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

#1 - ACTION

PLEASE HANDLE AS APPROPRIATE.

DO NOT use this form as a RECORD of approvals, concurrences, disapprovals.

Room No.—Bldg.

Phone No.

FORM 10-81

*USGPO: 1983-421-529/320

ORIGINAL FORM 41 (Rev. 7-76)
Prescribed by GSA
FPMR (41 CFR) 101-11.206



UNITED STATES GENERAL ACCOUNTING OFFICE
WASHINGTON, D.C. 20548

86- 1129X

**GENERAL GOVERNMENT
DIVISION**

March 14, 1986



HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

SUBJECT: Short Form Claims Collection Litigation Report

Effective March 1, 1983, the General Accounting Office officially implemented the Claims Collection Litigation Report. This standard report was developed by the Department of Justice, with the support and cooperation of the General Accounting Office, for use in the referral of debt claims to the Department of Justice for litigation and enforced collection. The report format, with detailed instructions for its preparation as well as preparation of the accompanying referral package, was provided to Heads of Executive Departments and Agencies under memorandum dated January 20, 1983.

The Department of Justice has developed the enclosed Short Form Claims Collection Litigation Report for use by agencies in referring claims of \$5,000 or less, including interest, administrative costs and penalties. The Short Form and accompanying referral package should be prepared using those instructions included in the January 20, 1983, memorandum. All supporting documentation, as required in the memorandum, must also be provided.

If properly prepared, the Short Form Claims Collection Litigation Report should provide the Department of Justice with adequate information to handle the majority of uncontested debt claims referred by agencies. Any additional information or documentation needed by the Department of Justice to support a given claim is to be provided by the agency as set forth in the "Agency Certification" contained on the Short Form. Use of the Short Form will also enable agencies to produce referral packages in a more cost-effective manner and to refer their claims in a more timely manner.

The Federal Claims Collection Standards (FCCS) require agencies to refer claims to the Department of Justice using the CCLR, unless an exception is granted. 4 C.F.R. § 105.2. When the FCCS are revised, use of the Short Form will be specifically addressed. Until that time, however, this notice will serve as a blanket exception by the General Accounting Office and the Department of Justice to the FCCS requirement. Therefore, the Short Form may be used in accordance with this notice under the existing FCCS requirements.

W. J. Anderson

William J. Anderson
Director

Enclosure

SHORT FORM CLAIMS COLLECTION LITIGATION REPORT
 (Only for Use When Referring Claims of \$5,000 or Less, Including
 Interest, Administrative Costs and Penalties)

To: United States Attorney

Date: _____

Fm: _____

Attention Claims Collection Unit

Re: _____

(Debtor's Full Name (maiden name also))

(Debtor's Mailing Address)

Agency File/Claim No.: _____

\$ _____ is the total principal due.
 \$ _____ is the total interest due thru
 [month/day/year].
 \$ _____ is the total administrative
 charges due.
 \$ _____ is the total penalty charges
 due.
 \$ _____ is the total amount due.
 % _____ is the annual interest rate.
 _____ is the interest start date.
 _____ is the SOL date.

This claim is referred to you for suit and such other action as you deem appropriate to enforce collection. The prior action taken by this agency and the information provided you complies fully with Federal Claims Collection Standards (4 CFR Parts 101-105). **The documentation required by 4 CFR Parts 101-105 is attached** and the information you have requested follows.

THE DEBTOR

1. Date of Birth: _____

2. Social Security Number: _____

3. Also known as: _____

4. Name used on note/application: _____

5. **Present residence** (street address only; **NO** P.O. Box No.): _____

6. Residence/phone no. verified by (name, method and date): _____

7. **Present phone number:** _____**THE CLAIM**

8. Basis of claim or cause of action (and debtor's dispute, if any): _____

9. Basis for SOL date: _____

10. Last demand for payment (date, by whom and method of demand): _____

11. Others legally responsible for debt (name, residence address, SSN, date of birth) and basis of liability: _____

DEBTOR'S EMPLOYMENT

12. Present employer (including address/
phone no.):

13. Employment verified by (name, method,
and date):

14. Debtor's salary (indicate whether gross/
net, weekly/monthly, etc.):
\$ _____
15. Salary verified by (name, method, date):

16. Spouse's employer (including address/
phone no., if known):

17. Spouse's employment verified by/when:

DEBTOR'S ABILITY TO PAY

18. The current credit report or financial statement attached and the following information or other information found in the attached file discloses the present or likely future availability of assets or income from which a substantial sum may be obtained by enforced collection proceedings:

19. The debtor owns or is buying the following real or personal property:

20. The following information will assist you in locating other assets of the debtor (name and branch of bank, savings/checking account no., etc.):

Agency Employee Responsible
for Handling of the Claim:

Name: _____
Mailing Address: _____

FIS Telephone No.: _____

If applicable, name of contractor used
by agency to complete this CLR:

AGENCY CERTIFICATION

This is to certify that this short form CLR and accompanying referral package has been prepared in accordance with instructions set forth in the CLR package which was officially implemented by the U.S. General Accounting Office on January 20, 1983. All supporting documentation, as required in the CLR package, is attached.

It is fully understood that should any additional information or documentation be needed to support this claim, it will be provided not later than 12 working days after the United States Attorney's request, or by the date specified by the United States Attorney.

Upon this certification all action by the agency or any of its agents to collect this claim shall cease, pending further instruction from the United States Attorney.

(Signature of Agency Official)